

REQUEST FOR QUALIFICATIONS RFQ#24-RFQ-12-251



INDEPENDENT EVALUATOR SERVICES

DATE: December 6, 2024

SUBMIT BIDS TO: Workforce Solutions Cameron
Hazel Quintero, Procurement
Plaza Escondida
700 Ruben M. Torres Blvd., 3rd Floor
Brownsville, TX 78520
Phone: 956-548-6700
Fax: 956-548-6716
Email: hazel.quintero@wfscameron.org

Responses may be submitted via mail, in person, or by email.

SUBMISSION DATE: **December 19, 2024, at 3:00 PM (CST)**
Qualifications received after the specified date and time will not be considered.

BACKGROUND

Workforce Solutions Cameron is soliciting for a firm or individual (Respondent) to provide evaluator services to Workforce Solutions Cameron for the evaluation of all proposals submitted to the solicitation for **General Counsel Services**. The Respondent will provide services that will include but are not limited to review and evaluate. Respondent can submit a proposal for lead evaluator, evaluator, or both.

Qualified evaluators must meet the following minimum requirements.

- a. Respondents should adhere closely to the instructions provided in this RFQ. Proposals will be evaluated based on their content, and no changes or additions will be accepted after the submission deadline. Selection for possible further negotiation and/or interviews is competitive and will depend upon the quality of a proposal.
- b. Workforce Solutions Cameron will select the top three (3) proposers. A lead evaluator will be appointed to coordinate the proposal evaluations with the other two (2) evaluators.
- c. Evaluators will be sent a copy of the Request for Qualifications, evaluation tools, service agreement and conflict of interest forms, upon selection.
- d. Respondents must be available to review and score proposals off-site between the estimated dates of **December 30 through January 3, 2025**, for **General Counsel Services RFQ**. Workforce Solutions Cameron staff and evaluators will hold a conference call to discuss the evaluations, if necessary.
- e. Once the review process is complete, all finalized evaluation tool documents must be submitted to Workforce Solutions Cameron (Attn: Ms. Hazel Quintero) **via email by 3:00 PM (CST), January 6, 2025**.

COMPENSATION

Selected evaluators will receive **\$500.00** for each thoroughly evaluated proposal, which includes compensation for participating in a potential evaluation session conference call. The lead evaluator will receive an additional **\$100.00** for summarizing the evaluation results and preparing combined total scoring.

SUBMISSION CRITERIA

Qualifications must include a summary of prior experience in providing these or similar services.

The proposal must be submitted with all the required elements in the following order, in addition to the previously mentioned information in the above paragraph:

- Cover Letter
- Proposer Identification Form (**Attachment A**)
- Qualifications, Proposed Activities and Costs (**Attachment B**)
- Three professional references (**Attachment C**)
- Certification of Legal and Signatory Authority (**Attachment D**)
- Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements (**Attachment E**)
- Certification Regarding Texas Corporate Franchise Tax (**Attachment F**)
- Certificate Regarding Conflict of Interest (**Attachment G**)
- Equal Opportunity and Nondiscrimination (**Attachment H**)
- Assurances and Certifications (**Attachment I**)

The Board staff will date, and time stamp each proposal received and will issue verification of receipt if requested.

Under no circumstances shall a WFSC board officer or member, employee, or agent of the Board deliver a proposal on behalf of the proposer.

PROPOSAL EVALUATION CRITERIA

- a. **Completeness (10 POINTS)**
Respondent must comply completely with proposal instructions, including but not limited to the required information.
- b. **Qualifications (45 POINTS)**
Respondents must demonstrate their qualifications through a resume that includes all relevant experience with evaluation services.
- c. **Demonstrated prior effectiveness in reviewing and evaluating proposals (45 POINTS)**
Respondents must demonstrate effective and successful prior experience in reviewing and evaluating proposals. This should include the dates of the reviews, the evaluations conducted, and the organizations to which the proposals were submitted.
- d. **HUB (5 POINTS)**
To qualify, HUB certificate must accompany proposal.

TOTAL POSSIBLE POINTS

105 POINTS

WFS Cameron Board staff will evaluate the proposals based upon the Evaluation Criteria, and all Proposers will be notified through an award letter or non-award letter, depending on selection status. A service contract will be executed for signing between all awarded evaluators and WFS Cameron.

DEADLINE SUBMISSION

The deadline for submitting a response to this RFQ is **December 19, 2024, by 3:00 PM (CST)**. Proposals must be officially received by this deadline. Late submissions will not be accepted or considered for an award. Proposals may be submitted by mail, in person, or via e-mail to:

Workforce Solutions Cameron Board
ATTN: Hazel Quintero
700 Ruben M. Torres, 3rd Floor
Brownsville, Texas 78520
hazel.quintero@wfscameron.org

*Timely delivery of proposals to Workforce Solutions Cameron is the **sole** responsibility of the proposer.*

PROCUREMENT SCHEDULE

The following schedule is subject to change at the discretion of the Board. Respondents should regularly check Workforce Solutions Cameron website (www.wfscameron.org) for posted updates.

Action	Date
RFQ Released	December 6, 2024
Written Questions Due	December 12, 2024, by 3:00 p.m.
Questions/Answers Released	December 16, 2024
Proposal Due Date	December 19, 2024 @ 3:00 PM (CST)
Selection/Award	December 27, 2024

Proposers will be notified through an award letter if an award as been made.

PROPOSER APPEALS PROCESS

The Board is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. This includes, but is not limited to, disputes, claims, protests of selection or non-selection for award, or other matters of a contractual or procurement nature. Matters concerning violation of laws shall be referred to such authority, as may have proper jurisdiction.

All proposers will be notified in writing of the results of the procurement process within ten (10) working days of the decision of the Board. Proposers not selected by this procurement process may appeal the decision by submitting a written Notice of Appeal to the Board within ten (10) working days following the receipt of Board notification of the procurement decision. This written notice must clearly state that it is an appeal and identify (1) the funding decision being appealed; (2) the name, address, phone, and fax number (if available) of the appealing party(ies); and (3) the specific grounds of the appeal. The Notice of Appeal must be sent by registered mail or hand delivered (a receipt will be issued) and addressed to:

Salome Perez
Chief Program Officer
700 Ruben M Torres Blvd., 3rd Floor
Brownsville, TX 78520
Dated Material Enclosed

Facsimile or email shall not be accepted at any stage of the appeals process. Written acknowledgement of receipt of the Notice of Appeal will be provided to the appealing party within three (3) working days of receipt of the Notice of Appeal. Such acknowledgement will include specific instructions for completing the appeals process and the date, time and place of the next step, The Informal Hearing.

The filing of an appeal within the specified time frame and in the manner required is a non-waivable requirement. There is no relief accorded to appellants for not filing within the published deadlines or following instructions. The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within ten business days is a condition precedent. There is no relief accorded appellants for not filing within the deadline. Hearings shall be conducted in accordance with Board procedures.

Request for Debriefing: A request for a debriefing may be submitted within fifteen (15) days of the receipt of notification of the procurement decision by any unsuccessful respondent not filing an appeal. The purpose of the debriefing is to promote the exchange of information, explain the procurement process, including proposal 10 evaluation process, and help unsuccessful respondents understand why they were not selected. Debriefings serve an important educational function for proposers, which hopefully will help them to improve the quality of any future proposals.

The debriefing shall be scheduled as soon as possible but no later than thirty (30) days from the receipt of the Request for Debriefing.

DISCLAIMER

The Board has no legal requirements to execute a contract and/or agreement based on any proposal received.

No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal under this Request may have any contact outside of the formal review process with any employee of the Workforce Solutions Cameron Local Workforce Development Board or any member of the Workforce Solutions Cameron Local Workforce Development, for purposes of discussing or lobbying on behalf of the proposer's proposal. This contact includes written correspondence, telephone calls, personal meetings, or other kinds of personal contact. The Board will reject proposals of those proposers who violate this condition.

The Board reserves the right to accept or reject any or all proposals received; to cancel this Request in part, or in its entirety; or to reissue the Request.

The Board reserves the right to waive any defect in this procurement process or to make changes to this solicitation as deemed necessary.

The Board is the responsible authority for handling complaints or protests regarding the proposal selection process. No protest will be accepted by the State Grantor Agency (Texas Workforce Commission) until all administrative remedies at the grantee (Board) level have been exhausted. This includes, but is not limited to, disputes, claims, protests of awards, source evaluations or other matters of contractual nature. Matters concerning violation of law shall be referred to such authority as may have proper jurisdiction.

The Board reserves the right to request additional information and/or negotiate issues prior to selection.

Questions concerning this request should be directed to Hazel Quintero by calling (956) 548-6700 or emailing hazel.quintero@wfscameron.org.

REQUIRED ASSURANCES

1. Procurement documents will outline required compliance with assurance provisions stated in 29 CFR 38.25 through 38.27; 38.53 and WIOA Section 188. The assurances include, at minimum, Section 188 of the Workforce Innovation and Opportunity Act (WIOA), Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, The Age Discrimination Act of 1975, as amended, Title IX of the Education Amendments of 1972, as amended.
2. Pursuant to 15 U.S.C. 2225a, the proposer, if awarded, must ensure that all spaces for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fires Safety Act (P.L. 101-391, as amended). Recipients may search the Hotel Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the act.
3. The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 et seq. provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DOL support. A list of flood-prone areas that are eligible for flood insurance is published in the Federal Register by FEMA.
4. No funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by the DOL prior to December 18, 2015. DOL has identified these goods and services here: <http://www.dol.gov/ilab/reports/childlabor/list-of-products/index-country.htm>.

LEGAL RESPONSIBILITIES

Public liability and property insurance in the amount of \$1,000,000 is to be carried out by the contractor, and a certificate of such insurance is to be provided within two weeks after the contract has been awarded. The awarded vendor shall provide proof of Workers Compensation coverage for employees in compliance with State of Texas Statutes. Contractor staff must take care not to damage customer property when providing services.

The contractor shall not cancel coverage or materially altered during the contract term. Any deductible will be the responsibility of the Contractor.

Attachment A

PROPOSER IDENTIFICATON FORM

IDENTIFICATION OF PROPOSER		
LEGAL NAME OF ORGANIZATION		
HEAD OF ORGANIZATION		
MAILING ADDRESS		
PHYSICAL ADDRESS (IF DIFFERENT)		
CONTACT PERSON		
TITLE		
PHONE		
AGREEMENT SIGNATORY AUTHORITY		
TITLE		
PHONE		
EMAIL		
TAX/LEGAL STATUS	<input type="checkbox"/> CORPORATION	<input type="checkbox"/> SOLE OWNERSHIP
	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> OTHER
DATE ESTABLISHED		
STATE COMPTROLLER ID NO.		
IRS. NO.		
SMALL BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS PROPOSER CERTIFIED AS A HISTORICALLY UNDER-UTILIZED BUSINESS BY THE TEXAS WORKFORCE COMMISSION	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Attachment B

QUALIFICATIONS AND COSTS

DISCUSSION OF QUALIFICATIONS	
Completeness. Respondent must comply completely with proposal instructions, including but not limited to the required information.	
Qualifications. Respondents must demonstrate their qualifications through a resume that includes all relevant experience with evaluation services.	
Demonstrated prior effectiveness in reviewing and evaluating proposals Respondents must demonstrate effective and successful prior experience in reviewing and evaluating proposals. This should include the dates of the reviews, the evaluations conducted, and the organizations to which the proposals were submitted.	
HUB (Include Copy of HUB certificate)	

I certify that I have the legal authority to enter into and execute a contract with the Board to provide the proposed services.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment C

REFERENCES

Please list at least 3 references for current or past contracts that are similar in scope or scale and provide Company/City name, contact and additional information. Attach additional pages if necessary.

COMPANY NAME		
COMPANY ADDRESS		
NAME OF AUTHORIZED REPRESENTATIVE		REPRESENTATIVE E-MAIL
TYPES(S) OF SERVICES PERFORMED	YEARS OF SERVICE	TELEPHONE#

COMPANY NAME		
COMPANY ADDRESS		
NAME OF AUTHORIZED REPRESENTATIVE		REPRESENTATIVE E-MAIL
TYPES(S) OF SERVICES PERFORMED	YEARS OF SERVICE	TELEPHONE#

COMPANY NAME		
COMPANY ADDRESS		
NAME OF AUTHORIZED REPRESENTATIVE		REPRESENTATIVE E-MAIL
TYPES(S) OF SERVICES PERFORMED	YEARS OF SERVICE	TELEPHONE#

Attachment D

CERTIFICATION OF LEGAL AND SIGNATORY AUTHORITY

I, _____ (typed or printed name) certify that I am the _____
_____ (typed or printed title) of the eligible entity named as bidder and respondent herein, and I am legally authorized to sign and submit this proposal to Workforce Solutions Cameron (WFSC) on behalf of said organization by authority of its governing body.

I certify that _____ (typed or printed name) who signed the coversheet of this proposal has the legal authority to enter into and execute a contract with WFSC to provide the services and activities authorized and detailed in this proposal. I agree to submit upon request by WFSC such information and documentation as may be necessary to verify the certification contained herein.

I further certify that the information contained in this proposal and all attachments is true and correct. I certify that no officer, employee, board member, or authorized agent of WFSC has assisted in the preparation of this proposal. I acknowledge that I have read and understand the requirement and provisions of this RFQ, and that this organization will comply with all applicable federal, state, and local laws, rules, regulations, polices and directives in the implementation of this proposal. I certify that I have read and understand the governing provisions, limitations, and administrative requirements of this RFQ and will comply with all terms and conditions.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment E

**CERTIFICATONS REGARDING LOBBYING, DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS**

LOBBYING: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Acts, Title 31 U.S. Code, for the Department of Agriculture (7 CFR part 3018), Department of Labor (20 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor states that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS: This certification is required by the Federal Regulations implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it or its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and

Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the prospective recipient of Federal assistance funds is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

DRUG-FREE WORKPLACE: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR parts 85, 668 and 682) and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it shall provide a drug-free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

Establishing an on-going drug-free awareness program to inform employees of the dangers of drugs in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

Providing each employee with a copy of the Contractor's policy statement.

Notifying the employees in the Contractor's policy statement that, as a condition of employment under the grant, employees will abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace.

Notifying the grantor agency, Workforce Solutions Cameron in writing, within ten (10) calendar days of the Contractor's receipt of a notice of conviction of an employee.

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment F

CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the entity entering into this subcontract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the subcontract for the subcontracting entity.

The undersigned authorized representative of the entity subcontracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of subcontract and is grounds for subcontract cancellation.

Indicate the certification that applies to your subcontracting entity:

The subcontracting entity is a for-profit corporation and certifies that is not delinquent in its franchise tax payments to the State of Texas.

The subcontracting entity is a non-profit corporation or is otherwise not subject to payment of franchise tax to the State of Texas.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment G

CERTIFICATE REGARDING CONFLICT OF INTEREST

By signature of this Certificate, Applicant covenants and affirms that:

1. No manager, employee or paid consultant of the Applicant is a member of the Policy Board, the Executive Director, or an employee of Workforce Solutions Cameron (WFSC);
2. No manager or paid consultant of the Applicant is married to a member of the Policy Board, the Executive Director, or an employee of WFSC;
3. No member of the Policy Board, the Executive Director or an employee of WFSC owns or controls more than a 10 percent share in the Applicant's organization;
4. No spouse of a member of the Policy Board, Executive Director, or employee of WFSC receives compensation from Applicant for lobbying activities as defined in Chapter 305 of the Texas Government Code;
5. Applicant has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
6. Should Applicant fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Applicant shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with WFSC and shall immediately refund to WFSC any fees or expenses that may have been paid under the contract and shall further be liable for any others costs incurred or damages sustained by WFSC relating to that contract.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment H

EQUAL OPPORTUNITY AND NONDISCRIMINATION

The (_____) promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under the Workforce Innovation Opportunity Act, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any Workforce Innovation Opportunity Act financially assisted program or activity. (_____) conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

EEO Laws, Rules, Guidelines, Regulations

_____ (Typed or printed name) provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders (29 CFR 38.25). Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 38 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition, or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age (40-70).
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.
- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.
- Title IX of the Education Amendments Act of 1972 which prohibits discrimination on the basis of sex under any education program or activity receiving Federal financial assistance.
- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical condition, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity.

_____ (Typed or printed name) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. _____ (Typed or printed name)

takes positive steps to eliminate any systematic discrimination from personnel practices. _____
____(*Typed or printed name*) recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels are responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment I

ASSURANCES AND CERTIFICATIONS

Each organization or individual that submits a proposal in response to a Request for Qualifications warrants and assures:

1. The information contained in this proposal is true and correct.
2. The costs described in the proposal budget accurately reflect the proposer's cost of providing services or goods.
3. No employee, member of a government board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Qualifications has offered or will offer any gratuities, favors, or anything of monetary value to any Board of Director or staff of Workforce Solutions Cameron for the purpose of or having the effect of influencing the decisions of Workforce Solutions Cameron with respect to the organization or individual's proposal or any other proposal.
4. No employee, member of a governing board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Qualification has engaged or will engage in any activity which may be construed in restricting or eliminating competition for funds available under this Request for Qualification.
5. The organization or individual possesses the legal authority to offer this proposal.
6. If the proposer is an organization, a resolution, motion, or similar action has been duly adopted or passed as an official act of the proposer's governing body authorizing the submission of this proposal.
7. No person will be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program operated with funds from this Request for Proposals because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.

Each organization or individual that submits a proposal also warrants and assures that they will abide by the rules of the following laws, acts, codes, etc. and all applicable rules and regulations promulgated thereunder, as a condition to award of financial assistance from Workforce Solutions Cameron with respect to operation of WFSC funded programs or activities and all agreements or arrangements to carry out WFSC funded programs or activities:

- WIOA § 188; 29 U.S.C. § 3248;
- The Personal Responsibility and Work Opportunity Act of 1996 (PRWORA) 42 U.S.C. § 601 et seq.
- Civil Rights Act of 1964
- The American with Disabilities Act, 42 U.S.C. § 12001 et seq., as amended.
- Rehabilitation Act of 1973
- 40 TAC § Texas Administrative Code, Article 40, Part I
- Assurances required for the Child Care program, Chapter 809 Texas Workforce Commission Administrative Code
- The Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., as amended.
- Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688, as amended.

By signing I acknowledge that I have read these assurances and certifications and that I am authorized to bind the organization I represent to these requirements should this proposal be accepted for funding by Workforce Solutions Cameron.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date